



# UNEG Job Description for Evaluators in the UN System

## Evaluation Officer, P3

The UNEG job descriptions for evaluators in the UN system were developed by the UNEG Evaluation Capacity Development Task Force. The job descriptions were formally adopted at the UNEG AGM 2008.

See also:

- UNEG Job Descriptions for Evaluators in the UN System P1-P2 to P5, UNEG/G/JD/P1-P2(2008) to UNEG/G/JD/P5(2008)
- Core Competencies for Evaluators of the UN System, UNEG/G(2008)1
- Core Competencies for Heads of Evaluation in the UN System, UNEG/G(2008)2

# Job Profile

## Responsibilities and Functions

1. Conduct and/or manage evaluations that are impartial, independent, credible and meet professional standards.

- Carry out evaluations of projects and assist in carrying out evaluations of programmes and policies;
- Support effectively evaluations conducted by staff members and consultants;
- Apply high professional standards in line with Evaluation Policy and UN Evaluation Norms & Standards;
- Apply evaluation quantitative and qualitative data collection and analysis tools, techniques and approaches;
- Keep abreast of developments in the area of evaluation including formal training on evaluation techniques and approaches.

2. Promote that evaluations are useful and that evaluation findings and recommendations are followed up.

- Report to management on findings and recommendations of evaluations;
- Participate in meetings, workshops and other discussion fora to establish a dialogue on evaluation results;
- Ensure that evaluation results are taken into account for the continued implementation of projects/programmes;
- Ensure that project/programme managers respond to recommendations and monitor the follow up on evaluations.

3. Contribute to the promotion of evaluation principles and utilization in the Organization.

- Review evaluation reports for quality control purposes;
- Provide and/or assist in the provision of training on evaluation, self-evaluation, monitoring and results based management within the Evaluation Office and in other organizational units;
- Provide advice/information/guidance to management and project/ programme managers on evaluations.

4. Contribute to the effective deployment of human and financial resources of the Evaluation Office.

- Plan evaluations and prepare evaluation budgets for individual evaluations;
- Manage effectively and efficiently the use of resources for evaluations;
- Select evaluation consultants based on post requirements;
- Assist in the supervision of evaluation consultants.

**Evaluation Officer will perform other related duties and assignments as and when required.**

## Required competencies

- Knowledge of UN context and topics: Needs a good knowledge of the role of the UN and its components and the Agency's relationship with the UN. Needs a good understanding of the Agency, funds and programs and the distinctions between them. Needs a good knowledge of key UN topics like human rights, gender, and environment, among others.
- Technical and professional skills: 1) Evaluation design – Has the required competencies to: identify issues that would lead to work planning items, with significant guidance; research relevant issues and subjects of interest for potential work planning items, with moderate guidance; and contribute in the development of a well-focused Terms of Reference that includes a background, addresses salient issues, and identifies potential impact, with moderate guidance. Has a good understanding of various methodologies in evaluation and is able to contribute to the development of the most efficient and effective methodology for the design, with moderate guidance; 2) Data collection and analysis – Has the required competencies to collect reliable, valid and accurate information in an objective way. Has a basic understanding of questionnaire design and survey methodology and is able to assist in the development of questionnaires and other review instruments that will address issues identified in the design, with moderate guidance. Understands effective interviewing skills. Is able to conduct interviews, with minimal guidance. Uses programme data and records, with some guidance. Has a basic understanding of various sampling techniques (such as random, stratified and purposive) and their applications. Is able to contribute to the development of the most accurate sampling technique for the methodology, with moderate guidance. Has good computer skills.
- Oral and written communication skills: Has the required competencies to: write accurately in a clear and concise UN drafting style; review documents for content and style; assist with formal presentations, with moderate guidance; articulate relevant subject matter in a clear and concise way; pose basic questions and contributes information appropriately in formal settings; and effectively use appropriate support items, including charts, graphs, audio-visual techniques, and hand-outs.
- Evaluation process management: Has evaluation management skills, including developing a plan and schedule, assigning tasks, ensuring milestones are met on a timely basis, ensuring project costs are within and approved budget and ensuring evaluation

objectives are adequately addressed. Independently manages simple evaluation projects. With supervision, is able to assume responsibility for managing complex evaluation projects. Has competencies in working together in a professional manner with team members exhibiting patience, courtesy, and respect for others and their ideas.

- Ethics: Acts according to the standards of ethical conduct for evaluators, including policies on receiving and giving gifts, conflicting financial interests, outside employment and activities, misuse of position, impartiality in performing official duties and related statutory authorities. Acts with integrity and honesty in relationships with all stakeholders.
- Fluency in English. Working knowledge in any other UN official language desirable.

## Education and Experience

- Advanced university degree in social science or related field, or combination of first level degree with relevant experience.
- A minimum of 5 years professional experience in evaluation.
- Background in international relations and knowledge of current development issues an asset.
- Experience related to the Organization's mandate and activities an asset.